

Maricopa County

Risk Management

Dear	<u></u> ;
Based on your inquiry, a Cla	aim Form is enclosed for your use. Please complete all of the items on the
form and return to:	Clerk of the Board of Supervisors
	301 W. Jefferson
	10 th Floor
	Phoenix, AZ 85003

Arizona Revised Statute § 12-821.01, provides certain requirements with regard to presenting claims and filing lawsuits against public entities and public employees. The statute requires, in part, that a claim against a public entity or public employee:

- > be filed with the appropriate party within 180 days after the cause of action accrues,
- > contain sufficient facts to permit the public entity or public employee to understand the basis upon which liability is claimed and.
- contain a specific dollar amount for which the claim can be settled and the facts supporting that amount.

Failure to comply with the requirements of the statute will result in your claim being rejected. Filing a valid claim will always remain your sole responsibility. If your claim is contractual in nature, refer to the guidelines set forth in A.R.S. § 11-622.

Once we receive your completed claim form, your incident will be investigated and evaluated to determine whether Maricopa County can pay your claim. Only those claims for which Maricopa County is legally liable can be accepted and paid. In addition to the required information, please provide copies of any documents that would support your claim (i.e. estimates, bills, police report, etc.). If you are unable to provide all of this information at the time that you submit your claim, you may provide it at a later date.

Please be aware that you are legally responsible for taking steps to minimize any loss sustained and to protect property from further damage. It is important that all information requested on the claim form be provided so that a prompt and fair evaluation can be made of your claim. If you have any questions, please contact our office for assistance.

In order to file a lawsuit against a public entity or employee, under state law, it is required that a proper claim first be filed. A claim will be barred by the statute of limitations if a lawsuit is not filed within one year after the cause of action accrues. (A.R.S. § 12-821)

Sincerely,

Risk Management (602) 506-2298



Enclosure

Maricopa County Risk Management



Submit Form to: Clerk of the Board of Supervisors 301 W. Jefferson 10th Floor Phoenix, AZ 85003

NOTICE OF CLAIM FORM AGAINST MARICOPA COUNTY

Date of Loss:		Time of Lo	oss:	am/pm		Location o	f Loss:			_		
Claimant Name:					S	SS#:				DOB:		
If a minor, parent or guardian name:					Phone(H):				(W):			
Address:			City:	City:			State:	State: Zip:				
Description of occurrence												
Describe damage to property:												
If person(s) injured, list the following information on all injured parties:												
Name	Address				Description of Injury				DOB	Phone		
1.												
2.												
Responding police agency name and report number:												
Claimant vehicle informa	nation: Make:		Model:			γ	'ear:	License plate #:				
County vehicle information: Unit #:					L	License plate #:						
		Department:			County driver:							
If witnesses are available, provide the following information:												
Name		Address				Phone						
1.												
2.												
Specific amount for which your claim can be settled (must be provided within 180 days): \$												
Claimant signature: Date:												
This form is provided to assist in presenting a claim to Maricopa County that complies with the requirements of A.R.S. § 12-821.01, which defines the requirements for filing a claim against a public entity in the State of Arizona. It is important to complete all applicable items on the												

form in order to assure compliance with state law. Failure to do so may result in your claim being rejected. Filing a valid claim will always remain your sole responsibility. If your claim is contractual in nature, refer to the guidelines set forth in A.R.S. § 11-622.

The Statute requires, in part, that a claim against a public entity or public employee:

- be filed with the appropriate party within 180 days after the cause of action accrues,
- contain sufficient facts to permit the public entity or public employee to understand the basis upon which liability is claimed and,
- contain a specific dollar amount for which the claim can be settled and the facts supporting that amount.

In order to file suit against a public entity or public employee, a proper notice of claim must first be filed. A claim will be barred by the statute of limitations if a lawsuit is not filed within one year after the cause of action accrues. (A.R.S. § 12-821)

(If more space is needed, please attach additional pages.)